

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Duty Statement

Classification Title Personnel Specialist	District/Division/Office DHR/Office of Transactions Services	
Working Title Specialist	Position Number 702-008-1303-097	Effective 01/01/2006

YOU ARE A VALUED MEMBER OF THE TRANSACTION SERVICES TEAM. YOUR COMMITMENT TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS ENABLES CALTRANS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the supervision of a Personnel Supervisor I, the Personnel Specialist performs transaction-related activities for a group of employees in assigned agency codes and reporting units. The Specialist demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations.

DUTIES AND RESPONSIBILITIES:

- 25% (E) Makes appropriate salary determinations for appointment transactions. Prepares transactions documents for appointments, separations, and miscellaneous changes. Keys information into the State Controller's Office decentralized automated system. Prepares and routes probationary reports of performance and annual appraisal forms.

- 25% (E) Processes payroll documents including computing net pay for salary advances. Completes payroll adjustment notices (underpayments and overpayments). Completes payroll processes for Non-industrial Disability Leave, overtime, garnishments, special pay and shift differential. Researches and resolves pay problems.

- Maintains and monitors range changes, MSAs/SISAs, appointments and leave expiration dates, employee return of Notice of Personnel Action (NOPA), and intermittent and part-time probationary report due dates.

- Records additions, deletions, and/or omissions to monthly attendance reports (Form 672). Reconciles attendance to monthly payroll warrant registers. Prepares exceptions to payroll and releases warrants

- 20% (E) Attends training sessions as required. May serve as lead in the unit and act as the backup to the supervisor in his/her absence. Acts in a lead capacity to train and mentor new and less experienced staff, providing feedback and recommendations to both the employee and the supervisor.

- 15% (E) Maintains leave accounting and hours-worked records on part-time and intermittent employees and retired annuitants. Reconciles leave balance reports and completes input and correction documents as needed to ensure each employee's leave record information is current and correct.
- 10% (E) Processes benefits including review of eligibility requirements, advises employees, and processes forms for health, dental, flex-elect, long term disability, COBRA, legal services, family medical leave act, direct deposit, and various other benefits.
- 5% (M) Reads, implements, maintains, and files all revisions to control agency manuals, memos, pay letters, and procedures. Maintains and files warrant registers, pay requests, attendance forms, official personnel documents.

SUPERVISION EXERCISED OVER OTHERS

None. May function as a lead over less experienced staff.

KNOWLEDGE AND ABILITIES, MINIMUM EDUCATION OR EXPERIENCE REQUIRED

The incumbent must be familiar with the Department's mission and goals, possess knowledge of transactions methods, monitor data, and must be computer literate (preferably with experience in Windows and Office Suite, including Excel). The incumbent must be able to reason logically and creatively; present ideas and information orally, in writing, and presentation format; maintain accurate records; learn and apply personal computer and data information systems; and determine priorities. The incumbent must be able to interpret civil laws and rules and various personnel manuals from SCO, PERS, and DPA as well as departmental procedures and bargaining unit MOUs.

RESPONSIBILITY FOR DECISION, ACTIONS, AND CONSEQUENCES

The incumbent is responsible for effectively planning, coordinating, and executing personnel transactions functions as they relate to the Office of Transactions Services. Poor judgment in monitoring, evaluating and reporting information could affect the quality of personnel and payroll-related services to internal and external customers.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of Caltrans staff and management, consultants, private sector groups and representative of State control agencies. The incumbent must work with others in a cooperative manner.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to transactions situations, must recognize emotionally charged issues or problems, and must seek effective solutions. Employee must be able to lift manuals from overhead shelves to use for reference.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE

Revised: 1/06